

APPENDIX A – SCOPE OF WORK

July 08, 2005

COM3 Consulting Inc. Contract with BEACON for Project Management Services Fiscal Year 2005-2006
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1. General/Project Management

- a. Review and comment on deliverables prepared by consultants.
- b. Attend project status meetings as necessary.
- c. Interface with Executive Director as it relates to on-going function of BEACON.
- a. Coordination with other local agencies and entities to support beach enhancement opportunities and projects in the region.

2. Consultant Contracts

- a. Prepare Consultant Contracts.
- b. Review, evaluate and negotiate Consultant cost proposals for new services to BEACON.
- c. Review and comment on contract deliverables prepared by consultants.
- d. Track and monitor progress of consultant work.
- e. Serve as liaison between consultants and BEACON.
- f. Review and track expenditures by consultants.
- g. Prepare approval forms for consultant invoices.

3. Project Cost Estimates

- a. Review/refine capital cost estimates developed by consultants.

4. Schedules

- a. Develop design and construction schedules for projects as necessary.
- b. Maintain and update schedules through life of projects and provide copies to BEACON staff and Board of Directors.

5. Grant Preparation

- b. In coordination with BEACON Executive Director and Technical Director prepare grant applications for new work as necessary.

PROJECT SCHEDULE

COM3 Consulting agrees to start the scope of services described above by July 1, 2005 and complete the scope by June 30, 2006.